



Instructions to Access and Download/Print FastLane Letters of Intent, Proposals, and Supplemental Funding Requests

FastLane proposal preparation and submission functionality is being decommissioned.

FastLane letters of intent, proposals, and supplemental funding requests will remain accessible until Friday, September 29, 2023. This includes proposals submitted to NSF via Grants.gov on or before November 18, 2022.

- FastLane submitted and in-progress letters of intent, proposals, and supplemental funding requests will **not** be transferred to Research.gov; however, the reviews and summaries for proposals submitted in FastLane will remain available in Research.gov.
- Authorized Organizational Representatives (AORs), Sponsored Projects Officers (SPOs), Principal Investigators (PIs), and co-PIs should download or print FastLane submitted and in-progress letters of intent, proposals, and supplemental funding requests by the September 29, 2023, deadline if they wish to have copies of documents currently in FastLane.
- AORs and SPOs can view a list of all submitted proposals via the Check Proposal Status link on the Research.gov homepage under Prepare & Submit Proposals.

Questions? If you have IT system-related questions or need assistance to access and download or print FastLane documents, please contact the NSF Help Desk at 1-800-381-1532 (7:00 AM - 9:00 PM ET; Monday - Friday except federal holidays) or via rgov@nsf.gov. Policy-related questions should be directed to policy@nsf.gov.

View the instructions below to access and download or print FastLane letters of intent, proposals, and supplemental funding requests. There are twelve sets of instructions. Scroll down to view the relevant set of instructions or use the links below:

Letter of Intent Instruction Links

- [Steps for PIs to Access and Download/Print Submitted Letters of Intent](#)
- [Steps for PIs to Access and Download/Print In-progress Letters of Intent](#)
- [Steps for AORs/SPOs to Download/Print Submitted Letters of Intent](#)
- [Steps for AORs/SPOs to Download/Print In-progress Letters of Intent Shared by the PI](#)

Proposal Instruction Links

- [Steps for PIs to Access and Download/Print Submitted Proposals](#)
- [Steps for PIs to Access and Download/Print In-progress Proposals](#)
- [Steps for AORs/SPOs to Download/Print Submitted Proposals](#)
- [Steps for AORs/SPOs to Download/Print In-progress Proposals Shared by the PI](#)

Supplemental Funding Request Instruction Links

- [Steps for PIs to Access and Download/Print Submitted Supplemental Funding Requests](#)
- [Steps for PIs to Access and Download/Print In-progress Supplemental Funding Requests](#)
- [Steps for AORs/SPOs to Access and Download/Print Submitted Supplemental Funding Requests](#)
- [Steps for AORs/SPOs to Access and Download/Print In-progress Supplemental Funding Requests Shared by the PI](#)

Letter of Intent Instructions

1. Steps for PIs to Access and Download/Print Submitted Letters of Intent:

- Select the **Proposals, Awards and Status** tab from the top of the FastLane homepage screen.
- Click **Proposal Functions**.
- Click **Letters of Intent**.
- Click the **Edit/View LOI tab**.
- Highlight the letter of intent you want to print from the **LOI Submitted list**. You can also search your letters of intent using the Search button and fields at the top of the screen.
- Click the **View PDF button** in the Actions column on the far right. FastLane concatenates the submitted letter of intent's sections and displays the entire letter of intent in a single file in PDF format which can be downloaded or printed by selecting the print icon in the upper right corner of the screen. If downloading, please select save as "Adobe PDF".
- Click the back button to return to the **LOI Submitted list**.

2. Steps for PIs to Access and Download/Print In-progress Letters of Intent:

- Select the **Proposals, Awards and Status** tab from the top of the FastLane homepage screen.
- Click **Proposal Functions**.
- Click **Letter of Intent**.
- Click the **Edit/View LOI tab**.
- Highlight the letter of intent you want to print from the **LOI Work in Progress list**. You can also search your letters of intent using the Search button and fields at the top of the screen.

- Click the **View PDF button** in the Actions column on the far right. FastLane concatenates the in-progress letter of intent's sections and displays the entire letter of intent in a single file in PDF format which can be downloaded or printed by selecting the print icon in the upper right corner of the screen. If downloading, please select save as "Adobe PDF".
- Click the back button to return to the **LOI Work in Progress list**.

3. Steps for AORs/SPOs to Access and Download/Print Submitted Letters of Intent:

- Select the **Research Administration** tab from the top of the FastLane homepage screen.
- Click **Letters of Intent**.
- Click the **Edit/View LOI tab** to display a listing of the letters of intent shared by the PI in the **LOI Work in Progress** list. The submission status is in the LOI Status column.
- Highlight the letter of intent you want to print from the **LOI Work in Progress list**. You can also search all letters of intent using the Search button and fields at the top of the screen.
- Click the **View PDF button** in the Actions column on the far right. FastLane concatenates the in-progress letter of intent's sections and displays the entire letter of intent in a single file in PDF format which can be downloaded or printed by selecting the print icon in the upper right corner of the screen. If downloading, please select save as "Adobe PDF".
- Click the back button to return to **the LOI Work in Progress list**.

4. Steps for AORs/SPOs to Download/Print In-progress Letters of Intent Shared by the PI:

- Select the **Research Administration** tab from the top of the FastLane homepage screen.
- Click **Letters of Intent**.
- Click the **Edit/View LOI tab** to display a listing of the letters of intent shared by the PI in the **LOI Work in Progress** list. The submission status is in the LOI Status column.
- Highlight the letter of intent you want to print from the **LOI Work in Progress list**. You can also search all letters of intent using the Search button and fields at the top of the screen.
- Click the **View PDF button** in the Actions column on the far right. FastLane concatenates the in-progress letter of intent's sections and displays the entire letter of intent in a single file in PDF format which can be downloaded or printed by selecting the print icon in the upper right corner of the screen. If downloading, please select save as "Adobe PDF".
- Click the back button to return to **the LOI Work in Progress list**.

Proposal Instructions

5. Steps for Pls to Access and Download/Print Submitted Proposals:

- Select the **Proposals, Awards and Status** tab from the top of the FastLane homepage screen.
- Click **Proposal Functions**.
- Click **Manage Proposal**.
- Click the **View Submitted button**.
- Highlight the proposal you want to view in the **Submitted Proposals list**.
- Click the **View button** and then click the **Go button** for **Print Entire Proposal**. FastLane concatenates the proposal's sections and displays the entire proposal in a single file in PDF format which can be downloaded or printed by selecting the **print** icon in the upper right corner of the screen. If downloading, please select save as "Adobe PDF".
- Click the **Back button** on the PDF screen to return to the **View Submitted Proposals** screen.

6. Steps for Pls to Access and Download/Print In-progress Proposals:

- Select the **Proposals, Awards and Status** tab from the top of the FastLane homepage screen.
- Click **Proposal Functions**.
- Click **Manage Proposal**.
- Highlight the proposal you want to print from the **Temporary Proposals in Progress list**.
- Click the **Print button**. FastLane concatenates the in-progress proposal's sections and displays the entire proposal in a single file in PDF format which can be downloaded or printed by selecting the print icon in the upper right corner of the screen. If downloading, please select save as "Adobe PDF".
- Click the back button to return to the **Temporary Proposals in Progress list**.

7. Steps for AORs/SPOs to Access and Download/Print Submitted Proposals:

- Select the **Research Administration** tab from the top of the FastLane homepage screen.
- Click **Proposals/Supplements/File Updates/Withdrawals**.

- Click the **Submitted Documents** tab to display a listing of the documents your organization has submitted to NSF in FastLane. You may need to adjust the default date range setting.
- Click the **Temp ID number** in the row of the proposal you want to view. The View Proposal screen displays.
- Click the **Go** button for **Print Entire Proposal**. FastLane concatenates the proposal's sections and displays the entire proposal in a single file in PDF format which can be downloaded or printed by selecting the print icon in the upper right corner of the screen. If downloading, please select save as "Adobe PDF".
- Click the Back button to return to the **View Submitted Proposals** screen.

8. Steps for AORs/SPOs to Download/Print In-progress Proposals Shared by the PI:

- Select the **Research Administration** tab from the top of the FastLane homepage screen.
- Click **Proposals/Supplements/File Updates/Withdrawals**.
- Click the **Documents in Progress** tab to display a listing of the documents shared by the PI but not submitted to NSF by your organization.
- Click the **Temp ID link** in the Temp ID column on the far left to view the in-progress proposal.
- Click the **Go** button for **Print Entire Proposal**. FastLane concatenates the proposal's sections and displays the entire proposal in a single file in PDF format which can be downloaded or printed by selecting the print icon in the upper right corner of the screen. If downloading, please select save as "Adobe PDF".
- Click the Back button to return to the **View Submitted Proposals** screen.

Supplemental Funding Request Instructions

9. Steps for PIs to Access and Download/Print Submitted Supplemental Funding Requests:

- Select the **Proposals, Awards and Status** tab from the top of the FastLane homepage screen.
- Click **Award and Reporting Functions**.
- Click **Supplemental Funding Request**.
- Click the **Manage Supplemental Funding Request** button.
- Highlight the award for which you want to print the supplemental funding request.
- Click the **Print** button to display the **Print Menu** screen.

- Click the **Go button** for **Print Entire Proposal**. The supplemental funding request displays in PDF format which can be downloaded or printed by selecting the print icon in the upper right corner of the screen. If downloading, please select save as "Adobe PDF".
- Click the **Back** button to return to the **Supplemental Funding Request** screen.

10. Steps for PIs to Access and Download/Print In-progress Supplemental Funding Requests:

- Select the **Proposals, Awards and Status** tab from the top of the FastLane homepage screen.
- Click **Award and Reporting Functions**.
- Click **Supplemental Funding Request**.
- Click the **Manage Supplemental Funding Request button**.
- Highlight the award for which you want to print the supplemental funding request.
- Click the **Print button** to display the **Print Menu screen**.
- Click the **Go button** for **Print Entire Proposal**. The supplemental funding request displays in PDF format which can be downloaded or printed by selecting the print icon in the upper right corner of the screen. If downloading, please select save as "Adobe PDF".
- Click the **Back** button to return to the **Supplemental Funding Request** screen.

11. Steps for AORs/SPOs to Access and Download/Print Submitted Supplemental Funding Requests:

- Select the **Research Administration** tab from the top of the FastLane homepage screen.
- Click **Proposals/Supplements/File Updates/Withdrawals**.
- Click the **Submitted Documents tab** to display a listing of the documents your organization has submitted to NSF in FastLane. You may need to adjust the default date range setting.
- Click the **Temp ID number** in the row of the supplemental funding request you want to view. The View Proposal screen displays.
- Click the **Print button** to display the **Print Menu screen**.
- Click the **Go button** for **Print Entire Proposal**. FastLane concatenates the supplemental funding request and displays it in PDF format which can be downloaded or printed by selecting the print icon in the upper right corner of the screen. If downloading, please select save as "Adobe PDF".
- Click the **Back** button to return to the **View Submitted Proposals** screen.

12. Steps for AORs/SPOs to Access and Download/Print In-progress Supplemental Funding Requests Shared by the PI:

- Select the **Research Administration** tab from the top of the FastLane homepage screen.
- Click **Proposals/Supplements/File Updates/Withdrawals**.
- Click the **Documents in Progress** tab to display a listing of the documents shared by the PI but not submitted to NSF by your organization.
- Click the **Temp ID link** in the Temp ID column on the far left to view the in-progress supplemental funding request.
- Click the **Print button** to display the **Print Menu screen**.
- Click the **Go button** for **Print Entire Proposal**. FastLane concatenates the supplemental funding request and displays it in PDF format which can be downloaded or printed by selecting the print icon in the upper right corner of the screen. If downloading, please select save as "Adobe PDF".
- Click the back button to return to the **Supplemental Funding Request** screen.